

SHIP OR STATION

NAVAL & MARINE CORPS RESERVE CENTER NORFOLK

YOU ARE INSTRUCTED TO READ THIS ORDER CAREFULLY, AND YOU ARE INSTRUCTED TO COMPLY WITH ITS TERMS. YOUR FAILURE TO DO SO MAY RESULT IN DISCIPLINARY OR ADMINISTRATIVE ACTION AGAINST YOU, INCLUDING TRIAL BY COURT-MARTIAL.

1. You are the holder of a federally sponsored contractor issued Government Travel Charge Card (GTCC). You are ORDERED and authorized to use that card only for official travel and official travel-related expenses. The following uses are the only authorized uses for the GTCC:
 - a. Lodging expenses you incur in conjunction with official travel orders including lodging expenses at the travel destination and, if applicable, en route to the travel destination. Such lodging must be in support of government business only.
 - b. Cash advances and fees only to the amount authorized on your travel orders. You are ordered to limit any cash advances to those expenses that cannot be charged to the GTCC. Any item that can be charged to the GTCC must be charged to that card rather than paid by cash advance. All cash advances are to be used only to support government business.
 - c. You are ORDERED to use the GTCC for transportation expenses, including airfare and ground transportation only if such expenses are authorized by your travel orders. All travel charged to the GTCC must be in support of government business only.
 - d. If you desire to utilize the GTCC, in accordance with DOD Instruction 4515.16, during the performance of Inactive Duty Training (IDT), you are ORDERED to make arrangements with your supporting Naval Reserve Activity's Agency Program Coordinator prior to using the GTCC for "official travel on a non-reimbursable basis" during the execution of such IDT.
2. You acknowledge that your use of the GTCC is essential for the efficient administration of government business, and that you are required to use the GTCC in order to perform your official duties. Unauthorized use of the GTCC contrary to this ORDER may result in suspension or denial of further use by Bank of America. Unauthorized use of the GTCC is contrary to good order and discipline, and is service discrediting, and may result in disciplinary action and/or your administrative separation.
3. You are further ORDERED to promptly (within 30 days of receipt) pay each and every GTCC invoice in full. Your failure to comply with this ORDER is a dishonorable failure to pay your just debts, and is both contrary to good order and discipline and service discrediting, and may result in disciplinary action and/or your administrative separation.
4. Your signature below is an acknowledgement of the receipt of this ORDER, your agreement to comply with this ORDER, and your acknowledgement of the consequences should you not comply with this ORDER.

Member Signature _____

Witness (Print/Sign) _____

Date: _____

Date: _____

NAME (Last, First, Middle)

SSN

BRANCH AND CLASS